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26 July 1966

Attachment #4.

DISCUSSION OF SPACE LAYOUT FACTORS 1975-80

1. What follows is an analysis of the space layout factors and some discussion and explanation of the combinations proposed in attachment #3.
2. The Director, Central Intelligence (DCI) and associated offices are now housed in space especially designed and constructed for this purpose. No reassessment of such space is proposed, except to provide for any necessary expansion into contiguous areas.

THE DDI COMPLEX

3. a. While it is desirable to house all Deputy Director for Intelligence (DDI) offices in contiguous space, it is more important that the O/DDI and production offices (Office of Current Intelligence (OCI), Office of Basic Intelligence (OBI) and Office of Research and Reports (ORR) be housed together and near Office of National Estimate (ONE) which is now part of the DCI office. This is most desirable to facilitate consultation, liaison and exchange of intelligence between those elements involved in the common task of intelligence production.

b. OCR activities are about equally divided in support of DDP, DDS&T and the other offices of DDI. While it is not mandatory that all elements of OCR be housed in contiguous space, certain parts of OCR should remain in the Headquarters building with the production offices. In addition to the library with its uniquely designed and built special purpose space, an element of Graphics Registry (to manage film presentations) should not be moved. The map library of OBI should be closely associated with the main Agency library. The Machine Division requires extensive special purpose space which is a candidate for collocation with or near OCS. There are advantages to collocation of the

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[REDACTED] but this is not essential. The Document Delivery Division may be located in any of the Langley buildings. There is some merit in locating the Five Area Divisions near the production offices and the DD/P area Divisions, but their work can be accomplished effectively in other Langley buildings. Thus, space layout for the Divisions of OCR is flexible. This permits consideration of several alternative combinations in the Headquarters building.

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with their primary sources and with other collection offices, may be located in any of the Langley buildings. The Collection Guidance Staff (CGS) provides assistance to all collection activities including the Military Services and the Department of State. CGS likewise works closely with the production offices of DDI so that collocation in the Headquarters building would be helpful, but this is not essential.

THE CLANDESTINE SERVICES

4. a. The nature of the work of the Clandestine Services requires close integration and control of its activities. All the area divisions are dependent on the central files in Records Integrated Division (RID) for daily operations. While some of the other DDP elements may be less dependent on the central files a requirement exists for frequent consultation and discussions with the O/DDP and the Area Divisions. For these reasons, it is desirable that Clandestine Services elements be collocated in contiguous space. In recognition of this feature, DDP has consistently held all departmental elements, except Technical Services Division (TSD), in the Headquarters building even at the expense of rather severe overcrowding. The requirement is mainly for office space, except ~~for~~ for the special features already constructed for RID and ~~or~~ the needs of TSD. The Clandestine Services will require a total of 600,345 square feet in the 1975 - 80 period.

b. TSD's mission in support of DDP operations makes desirable its location near the operating divisions with contiguous space for all its functions. TSD will require a total of 165,445 square feet of space of which 123,065 is for special purposes necessitating special engineering and construction. Costs of alterations in the Headquarters building to meet TSD special purpose needs would in some cases almost equal cost of new construction to meet the same need. The industrial type construction required to meet TSD needs is similar to the other building that may be needed to house computers, communications gear and other special equipment needed by elements of Deputy Director for Science & Technology (DDS&T)--see para 5 below. Furthermore, a significant portion of Office of Research and Development (ORD) activity is responsive to TSD

Likewise, there may be some merit in collocation of certain TSD printing facilities with the Printing Services Division. For these reasons, if space for all DDP elements in one building is not available, TSD may be housed in other building(s) in the Langley area.

THE DDS&T COMPLEX

5. a. Coordination and control and maximum effectiveness would be facilitated by collocation of all DDS&T offices in contiguous space. Although there are no central Directorate files, functional and support and support relations exist between each of the Offices of the DDS&T. The common and oftentimes interrelated scientific and technical problems of concern to this Directorate require close correlation and frequent discussions, exchange of concepts and unified direction. For these reasons, it is desirable that most of the DDS&T offices be collocated either in the present Headquarters building or in a new structure. The possible exceptions to collocation are: OCS (provides computer support to all Agency elements), FMSAC (primarily an intelligence production activity) and ORD (concerned primarily with research and development rather than intelligence processing or production). There is also merit in locating OSI near the production offices of DDI, but this consideration is outweighed by need for collocation with other DDS&T offices if both objectives are not feasible. Aside from computer facilities--see para b below--there are no strong engineering reasons which would dictate the location of the DDS&T offices either in existing space or in new facilities.

b. Rapid developments in computers and related data processing equipment by the 1975-80 period and the increasing difficulty of finding suitable space in the present location tends to justify construction of a specialized structure to house computer facilities and related equipment. This has been recommended by OCS, concurred in by the Office of DDS&T, and the proposal seems to have considerable merit. Such an industrial type structure can also be used to house other Agency activities requiring special purpose space and construction and may be known as the Technology Building.

SUPPORT SERVICES

6. a. Effective coordination and control of all the Support Offices, now widely separated, will be facilitated by consolidation in the Langley area.

These offices are all inter-related functionally and have support relationships with all other elements of the Agency. For command and control purposes and to facilitate common use of central office files all Divisions of each office need to be collocated. However, collocation of all Support Offices in the same building is not mandatory since central Directorate files do not exist. Several of the Support Offices have a need for contact with uncleared outside personnel involving functions that can be accomplished in less restricted space. Among such functions are:

(1) Applicant interviews and processing, including medical and security examinations.

(2) Central Travel Branch activities.

(3) Contact and interview of vendors and contractors.

(4) (Please think of others)

b. For the reasons indicated in a above it may be desirable to house certain Support Offices in newly constructed space located with easy access to other buildings and ~~maximize~~ configured in such manner that uncleared contacts may have access to a portion of ~~in~~ the building. While all Support Offices require special purpose space (see para d below re. signal center), there are no large and expensive facilities (such as the Agency Library) in Headquarters building that militate against movement of all support activities to a nearby structure.

c. Each of the Support Offices in varying degrees have support or functional relationships with the Clandestine Services that deserve consideration in space layout where such can be accomplished without violence to essential organizational integrity of the DD/S. Such relationships suggest space arrangements convenient to the DD/P operating divisions. There is a requirement in the case of OTR for classroom space with ceilings higher than normal, such as exists on the first floor of the Headquarters building.

d. Because the Signal Center, O/C, ~~is~~ requires special construction and environmental conditions similar to that needed for the computers, it may be desirable to collocate these facilities. In this way the common special requirements for air conditioning, power supply and shielding can be met. Likewise, physical security of such facilities is facilitated and common items

of supply may be shared by all users with the savings in costs of procurement, transportation and handling. However, relocation of highly specialized space in 1975 may be uneconomical because of the high costs of its utilities and other features which must be installed and inuse in the meantime. Further engineer feasibility costs studies are required before taking a firm decision on the ultimate location of the Signal Center.

e. The question of hardening a site for blast protection can properly be considered by the Building Planning Group with the necessary technical assistance of engineers and consultants. Some portion of the proposed Technology Building, perhaps about 50,000 square feet housing the most vital computers and portions of the communications center, would seem to be a candidate for hardening, if such is contemplated for any location. The question of fall-out protection for the additional structures should also be considered by the Building Planning Staff.

7. Space for the following activities is required although not all must necessarily remain in the Headquarters building. Some of these can be used as fillers to complete utilization of the building, depending on any higher priority needs.

<u>Unit</u>	<u>Sq Ft</u>	<u>Reason</u>
Credit Union, part of Ins Br and Barber Shop	3400	Convenient central location
Physical Fitness rooms (Basement)	6500	Convenient location; space not desired by other elements
Commo. Special Program Staff	7600	Works closely with FI / D and Office of ELINT
Language Lab.	2800	Special Construction-central location
Printing Plant #4 on 7th floor	2650	Serves special requirement for highly classified printing for O/DCI and DDI
Graphic & Visual Aids elements of Printing Branch	2900	To meet special needs of OCI and DDP
O/Security Alarm Room	800	Required for security protection of building
* Receptionists	6900	Required for security protection of building

SECRET

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Finance Disbursing Unit	650	Present vault location; to serve personnel in Headquarters building
Two large classrooms 1A-07, 1A-13, 1A-09	3900	Specially constructed space frequently used by personnel in Headquarters building
Maintenance and Service Rooms tube carrier system	6000	Requirement continues
Building services support rms., [REDACTED] assified trash, receiving, storage and issue rooms	16200	Required for continued support of activities in Headquarters bldg.
Telephone frame rooms, operations 19,000 rooms plus related facilities and offices	19,000	Required to serve all personnel at Langley; may be relocated in another building
Employee Activities Ass'n	1000	Convenient central location
TOTAL	80,300	

*Minimum required in Headquarters building: 29,100 square feet

g. An Agency casual billeting facility with expanded recreational facilities for employees and/or dependents located near the Headquarters building to include ~~now~~ a small medical holding facility would serve returnees and medical evacuees with convenience and a higher degree of physical security than is now possible in existing hotels or hospitals. Such a facility would also be very useful for purposes of briefing and interview of employees, prospective employees and other persons in contact with the Agency. Savings in current expenditures for per diem, hotel rooms and other similar facilities would tend to justify construction of a casual billeting facility. Nothing has been included in the space figures at attachment #2 for this purpose, but the matter deserves further study.

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